

Application Form

Post: Administrative Assistant

Vacancy Reference: AA/0122

Notes: Please read before completing the application form

Applicants should submit this form only, supplementary material such as CV’s will not be accepted.

You should use this form to highlight relevant and appropriate experience given the essential and desirable criteria outlined in the personnel specification.

Applications should be completed in BLACK INK.

Please return the completed application form by email to admin@homelessconnect.org

To be considered your completed application form must be returned no later than 12 noon Monday 31 January 2022.

‘Homeless Connect’ is the working name of ‘Council for the Homeless (Northern Ireland)’, registered charity in Northern Ireland (charity number 103325)

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| **Personal details**  |
| **Surname** | **Forename** | **Title: (Mr/Mrs/Ms/Miss/Dr)** |
| **Address for Correspondence:****Postcode:**  | **Contact** (Please provide a number at which you can be contacted in relation to your application)**Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Mobile:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| Education and Qualifications (if applicable) |
| **Secondary level and further and higher education** |
| Dates | Type of School e.g. Grammar, Secondary etc) | **Qualifications: subjects, grades / classifications** |
| From | To |  |  |
|  |  |  |  |

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| Other professional qualifications (if applicable) |
| Date | Course  | Qualifications |
|  |  |  |
| Membership of professional institutions / associations |

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| Training courses attended (if applicable) |
| Date | Course  | Training Organisation |
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| Employment history |

This section should contain an outline of your career in the last ten years, starting with your current, most recent employment. Please continue on a separate sheet if required.

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| **Employer Name and Nature of Organisation** | **Position Held** | Dates(Month and Year) | **Career Narrative**(key duties and responsibilities) | **Reason employment ended** |
|  |  | From | To |  |  |
| **Volunteering history**  |
| **Employer Name and Nature of Organisation** | **Position Held** | **Dates**(Month and Year) | **Description of volunteering duties** | **Reason volunteering ended** |
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| References |

Please give the names and addresses of two referees, who are not related to you and know you in a work-related capacity. Referees will not be contacted until a provisional offer is made.

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| --- | --- |
| **Name:** | **Job Title:** |
| **Address:**Postcode:  |
| **Telephone Number:**  | **Email:**  |

|  |  |
| --- | --- |
| **Name:** | **Job Title:** |
| **Address:** |
| **Telephone Number:** | **Email:** |

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| Interview arrangements |

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| Please provide details of any special arrangements in relation to either communications or access which you may require at interview? |

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| Additional Information |

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| **Current / most recent salary:** |
| **Length of Notice required from current employer** |  |

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| Do you have any criminal convictions?Yes [ ] No [ ] If yes please provide details of any convictions below |
| Do you currently hold a full driving license?Yes [ ] No [ ]  |
| Information for sifting purposes |

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| In this section you are asked to demonstrate how you meet the essential and desirable criteria (as set out in the personnel specification) **in no more than 500 words per question**. Please outline your experience and give examples. |

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| **Essential criteria**1. At least 5 GCSE passes including Maths and English Language
2. At least 2 years’ experience of delivering effective administrative support services within a busy office environment.
3. Evidence of excellent verbal and written communication skills and ability to work as part of a team.
4. Experience of organising face-to-face and online meetings and events to include minute taking.
5. Experience of contributing to planning, developing and maintaining office systems.
6. Experience of MS Office packages (Word, Excel, PowerPoint, and Outlook).

**Desirable criteria**1. Knowledge and understanding of homelessness issues
2. Experience of using Canva or similar design software.
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The statements given by me on this application are to the best of my knowledge and belief true. I understand that deliberate falsification of information may prejudice my application or lead to an offer of appointment being withdrawn.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_